

Calendar Scheduling Application

Today's Date: _____

A *Calendar Scheduling Application* must be completed to place an event on the Church Calendar. If you change your plans in any way, please notify the church office immediately. Please pick up a copy of the *Building Policies* from the church office.

GENERAL INFORMATION

Event Title: _____			
Main Contact: _____		Contact Phone: _____	
Contact E-Mail: _____			
Event URL: _____			
Starting Date: _____	Starting Time: _____	Age Group:	<input type="checkbox"/> High School
		<input type="checkbox"/> Preschool	<input type="checkbox"/> All Youth
End Date: _____	End Time: _____	<input type="checkbox"/> Children	<input type="checkbox"/> Adults
		<input type="checkbox"/> Middle School	<input type="checkbox"/> Church Wide

DESCRIPTION: Please write a brief description of the event which can be used to help announce the event if needed.

RECURRENCE

<input type="checkbox"/> One Time, <input type="checkbox"/> Daily, <input type="checkbox"/> Weekly, <input type="checkbox"/> Monthly, <input type="checkbox"/> Annual, <input type="checkbox"/> Specific Dates :
Describe: _____
Exception Dates: _____

You are responsible for coordinating and contacting:

- | | |
|--|---|
| <input type="checkbox"/> Child Care: Coordinate with the Preschool Director for children ages 4 and under. 14 days notice prior to the event is required. The expected number of children in each age group is required. | <input type="checkbox"/> Office to check out keys for building use outside of normal hours. |
| <input type="checkbox"/> Person Responsible for the care of children ages 5 to 12. The church does not provide this person. | <input type="checkbox"/> Sound Technician for use of sound systems. |
| | <input type="checkbox"/> Education Secretary for publication of the event. |
| | <input type="checkbox"/> Custodian for room setups. |
| | <input type="checkbox"/> Reservations Need? <input type="checkbox"/> In Office <input type="checkbox"/> Out of Office |

RESOURCES NEEDED: Check all that are needed.

<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Room 137	<input type="checkbox"/> Van 1	<input type="checkbox"/> Custodian
<input type="checkbox"/> Fellowship Hall, 143, 144, 149	<input type="checkbox"/> Room 150, Youth Room	<input type="checkbox"/> Van 2	<input type="checkbox"/> Babysitter
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Room 153		<input type="checkbox"/> Sound Technician
<input type="checkbox"/> Pre-School Nursery	<input type="checkbox"/> Room 152, Counseling	<input type="checkbox"/> TV, 1 2 3	<input type="checkbox"/> Pastor
<input type="checkbox"/> 56&Up Class, 176—180	<input type="checkbox"/> Room 158A	<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> Keys & Lockup
<input type="checkbox"/> Praise Class, 181	<input type="checkbox"/> Room 158B	<input type="checkbox"/> Projector	
<input type="checkbox"/> Room 131	<input type="checkbox"/> Room 170, Lydia Class	<input type="checkbox"/> Easel	
<input type="checkbox"/> Room 132,	<input type="checkbox"/> Library		
<input type="checkbox"/> Room 133	<input type="checkbox"/> Choir Room	<input type="checkbox"/> Off-Site Location: _____	
<input type="checkbox"/> Room 135	<input type="checkbox"/> Foyer		

Approved: _____	Posted: _____
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CALENDAR SCHEDULING POLICIES AND PROCEDURES

A Calendar Scheduling Application must be completed and turned in to the Minister of Education to schedule an event on the Church Calendar. A copy of Building Policies for you to keep will be given at this time. Your event must be approved by the Minister of Education before it can be placed on the Church Calendar. If you change your plans in any way, please notify the church office immediately.

BUILDING POLICIES

This is a special event for you, but it is a regular occurrence for your church. Some of these rules may seem unnecessary, but they are important to facilitate the growing number of meetings at the church and should be observed.

- NO ALCOHOLIC BEVERAGES may be served on church premises.
- NO SMOKING is permitted in any church building.
- Valuables should not be left in the buildings. The church is not responsible for lost articles.
- Buildings and grounds must be left clean and ready for the next event taking place.
- Tables, chairs, etc. removed from classrooms should be put back in their proper places.

SANCTUARY

If an event is not scheduled for the Worship Center Area, the Worship Center Area remains armed. If an event is scheduled, the custodian will open and disarm the alarm system according to times specified on the Calendar Scheduling Application. Police will come if area is not disarmed.

FELLOWSHIP HALL

Keys must be checked out during office hours and returned as soon as possible by dropping them into the mail slot located by the Church Office door. To make sure the outside door is open for guests to enter and locked when finished, a hex key must be used. The key is located by the kitchen door in the envelope taped to the fire extinguisher.

When Fellowship Hall is used, the custodian places warning signs in the hall leading to the Worship Center as a reminder that it is armed. Police will come if someone goes past the signs. It is important that those responsible for the event notify those attending of the importance of not entering the Worship Center Area.

Fellowship Hall has folding doors dividing the size of the hall. A custodian must open and close these doors, **they can be damaged if not opened and closed properly.**

DECORATIONS

- Birdseed, confetti, rice, or glitter may not be used inside the church.
- Public Areas: The Beautification Committee must approve all items placed on walls.
- Ceilings: Ceiling clips and monofilament must be used to hang items.
- Walls: The Minister of Education must approve items placed on the walls. Products to attach items to walls must be obtained from him or from the Education Secretary. These products have been tested and will not damage the walls.

SOUND TECHNICIAN

Contact Gary Howard for use of the Sound System in the Sanctuary or Fellowship Hall. It is necessary that the sound system be operated by a technician trained on our sound system. Do **NOT** move sound equipment. Only technicians may move equipment.

CHILD CARE

In order to help insure the safety of all children, we ask that at no time before, during, or after your event are children to be unsupervised on church property.

For children ages 4 and under, our Preschool Ministry is able to provide child care for your event. You are responsible for contacting the Preschool Coordinator no later than 14 days in advance with the number and ages of children who are in need of care.

The person in charge of your event will be responsible for making the arrangements for the care of children ages 5 to 12.

- You are welcome to use our facility and equipment for the purposes of childcare. Please indicate on this form the rooms and equipment you will need.
- You are responsible for following all of FBC's supervisory procedures for child care contained in the *Reducing the Risk of Sexual Abuse Policy*. (Available in the church Office.)
- Please note that these policies require two adult supervisors who are members of the church to be present at all times. Teenagers may be used in addition to the two adults, but not in place of the two adults.

KITCHEN

- Use only the equipment that you are familiar with.
- Do not move the tea maker to a different position. Press start button one time only!
- Turn off all Heating units (Coffee Pots, Food Warmer).
- All food must be removed from the facility at the end of your event.
- Remove all trash and place in the dumpster located on the back side of the parking lot by Fellowship Hall. Replace can liners in inside trash receptacles.
- Wash, dry, and return dishes to proper areas. Do not leave dishes in drainer. The Custodian is not responsible for washing dishes at events.
- Wipe off all food and grease from the sink, counters, and appliances. Clean drains of food.
- Sweep floors and mop up any food or drink spills.
- Turn off all lights and lock doors.

CUSTODIAN

Those scheduling their event will be in charge of setting up, taking down and clean up. The Church Custodian will assist when possible. Please discuss the following with the custodians:

- Event setup, cleanup, and AC adjustments.
- Set up of room dividers and security barriers.
- Moving of furniture and room diagram for setting up or replacing furniture.
- Kitchen use. (Please let custodians know when glass dishes are needed.)
- Use of hex key to open and close the Fellowship Hall door.